

AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

Position Title:	Administrative Clerk	Announcement No:	51/04
Level of Position:	FSN-5	Opening Date:	04/15/04
	FP-9 (to be confirmed by Washington)		
Hiring Level:	FSN-04 or FSN-5 (depending on qualifications) or its grade equivalent: FP-9 or FP-AA)	Closing Date:	04/29/04
Work Schedule	40 hours per week	Agency/Office:	PAS/CUL
Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals			

Duties and Responsibilities:

Assist the Cultural Affairs Office in administrative matters that include, but are not limited to:

- Assistance for speaker programs (airplane and hotel reservations, schedules in English, guest lists, informal translations of biodata and other information, transportation logistics with Motor Pool).
- Responsible for correspondence requiring standard responses as well as drafting specialized responses following directions from the Cultural Affairs Officer or Assistant Cultural Affairs Officer.
- Assistance with paperwork and preparation of events such as lunches for exchange programs (international visitor, voluntary visitor), including handling of visa referrals.
- Entry/update of Cultural Office contact information into the Distributive Records System (DRS).
- Organization of files.
- Assistance with materials for the Binational Centers (BNCs) such as assembling of materials, printing labels, transportation arrangements, distribution of magazines and student advising materials.
- Maintain updated stock publications
- Work on travel and representation vouchers.

Required Skills, Knowledge and Abilities:

- Completion of secondary school.
- 1-2 years general clerical work and/or secretarial experience.
- Level IV English proficiency (fluent). Spanish: Native.
- Must have a basic knowledge of Argentine and its politics and society and basic knowledge of US, politics and society
- Must be able to operate computer keyboard and have a good level typing skill (40 words per minute).

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina